

- Give, rather than simply offer, appropriate expenses. This avoids any embarrassment.

This seems a lot to take in, but it is basically the simple stuff of life—or of taking services.

May we all know God's blessing as we seek to build one another up and encourage one another to life for His glory.

Our preachers are a blessing to us, may we be a blessing to them.

Further guidance can be accessed at
http://www.baptist.org.uk/resources/resource_downloads/331.pdf



Rejoice in the Lord
 always

Preaching made easy - by the Church Secretary!

Receiving the ministry of visiting preachers is a privilege and a wonderful expression of our fellowship across the churches. It is a great opportunity for mutual encouragement and support. Obviously, we trust that the visiting preacher will lead the worship and minister the Word in a way that will build up the fellowship, but the receiving church can also encourage the preacher. Clearly this happens during the visit, but it begins with the help and guidance given well before the date of the service. Often, but not always, this is done by the Church Secretary.

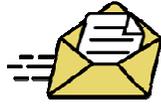
There is usually a sense of relief when a visiting preacher is booked, but it is important to give the preacher clear information about finding the church, what happens when he/she arrives and some basic information about the service.



Here are some **essential guidelines** to help you in the way you **support the visiting preacher** in their preparation.

About 12 days before the service contact the preacher by letter or e-mail. Having a model letter/e-mail can make it easier and helps you to remember all that you need to say. These might be the areas you would wish to cover.

- The address of the church including post code
- The phone number of the church, or mobile phone number of someone who could be contacted (in case of delay)
- Clear directions to the church and parking opportunities—possibilities by public transport could be a helpful alternative
- The time of the service
- When they should arrive
- The normal length of the service
- A typical outline with an indication of style
- Whether they are expected to lead the whole service or whether there is someone else taking part, e.g. leading the worship, giving a children's talk, reading the scriptures, leading intercessory prayer, etc
- What hymn / song books are used
- If the hymns and songs are projected which books are the main sources
- Who they should send the hymn and song choices to and by when
- Which version of Scripture is normally used
- What is the custom regarding the offering
- What opportunities might be given for response, such as a ministry time at the conclusion of the service
- What technical and audio visual provision is provided: OHP, data-projector, microphones, etc and whether the preacher can operate them themselves or whether other people will, or need to, do it for them. The type of microphone, static or otherwise may have an effect on the presentation of the preacher
- Whether the service includes the Lord's Supper.



If the **Lord's Supper** is included make sure that the preacher knows the following:

- The typical format / order
- Whether there is one or two prayers for the bread and wine
- Who lead those prayers—giving the names could be helpful
- How the bread and wine are taken and when, e.g. when received or all together, etc.
- Who serves—again names would be helpful
- Whether there is a communion offering



On the day it is helpful if the preacher, and anyone with him/her is greeted well and the following might be useful to bear in mind.

- Choose someone in the congregation to look after them—it does not have to be the Church Secretary who will probably be busy with other matters.
- If they have travelled some distance it might be nice to offer them a drink
- Make sure that they know what to expect in terms of prayers before the service etc.
- Help them to be clear about where they should speak from and that they are familiar with the layout of the church
- Attend to any audio visual needs they have
- Ensure they know what is appropriate to do at the end of the service: do people stay or go, should the preacher go to the door, are there refreshments etc.
- Give them plenty of time to ask questions and to be familiar with the church

